CERTIFIED SURVEY MAP

Reedsville Village Hall, 217 Menasha Street, Reedsville, WI 54230

Village Clerk/Zoning Clerk: Stephanie Steifvater
Phone (920) 754-4731
Fax: (920) 754-4757
Email: clerk-treasurer@reedsvillewi.gov

APPLICATION

Instructions: Please review the application questions closely and provide the specific information being requested. Incomplete applications will not be accepted or reviewed until they are complete.

Submission of Materials: All applications and materials must be submitted to the Village Clerk/Zoning Clerk. Plan Commission meetings are not held regularly and will be scheduled within 45 days of complete application submittal, with some exceptions based on availability.

Attendance: The applicant's attendance at public meetings is not required, but it is strongly advised. Failure to attend can result in the denial or delay of review due to lack of information or unanswered questions.

1. APPLICANT INFORMATION			
Name:		Phone:	Email:
Address, City, State, Zip:			
Applicant is (check one):	Owner ☐	Authorized Representative ☐	Other (describe): ☐
2. LAND OWNER INFORMATION (if different from Applicant)			
Name:		Phone:	Email:
Address, City, State, Zip:			

3. SURVEYOR INFORMATION

Name:	Phone:	Email:
Company/Firm Name:		
Address, City, State, Zip (if no address, describe location):		

4. SITE INFORMATION

Address, City, State, Zip (if no address, describe location):
Parent Parcel No.:
Current Land Use:
Proposed Land Use:
Current Parcel Zoning District:

5. ADDITIONAL MATERIALS REQUIRED WITH APPLICATION*

- ☐ Certified Survey Map (10 copies)
- ☐ Completed Land Division Checklist (attached at end of application)

**Additional information may be required by the Plan Commission, or the Village Board.*

6. DESCRIBE THE REASON FOR THE PROPOSED CERTIFIED SURVEY MAP REQUEST (add pages if necessary):

7. FIRE DEPARTMENT REVIEW & CONCURRENCE

Please take this page to the Reedsville Fire Department Fire Chief with a copy of the project plans for review. Have the Fire Chief complete and sign below. Applicants are responsible for returning the completed form to the Village of Reedsville as part of the completed application.

The Fire Chief is Jason Schuh who can be reached at: 920-374-0312 or firedept@reedsvillewi.gov.

Adequacy of emergency services and their ability to service the site.

- As Fire Chief of the Reedsville Fire Department, I have reviewed the plans of this project. The Reedsville Fire Department CAN / CANNOT **(circle one)** access this site and related structures for fire protection purposes.

- Other Fire Chief comments:

Fire Chief Signature: _____ Date: _____

8. FEES

See Village of Reedsville Fee Schedule. Application fees are due at the time of application submittal. Application fees are non-refundable, including if the request is denied.

The undersigned certifies that the information in this application is true and correct to the best of the applicant's knowledge and authorizes Village Staff, representatives of the Village and Village Board or Committee members to visit and inspect the site location listed on this application.

Applicant Signature: _____ Date: _____

9. THIS PAGE FOR VILLAGE USE ONLY

Fee: _____ Acct No: _____ Receipt: _____

Date Rec'vd _____ By: _____ Application/Permit No.: _____

Date Completeness Determined_____ By: _____

Public hearing notice publication dates: _____and _____ or Not Applicable (circle)

Neighbors within 300 feet of subject property notified? Yes _____ No ____ Not Applicable_____

Date notified: _____

Plan Commission Review Date: _____

Plan Commission Action: Approve _____ Approve w/Conditions_____ Deny _____

Conditions (Note: Conditions may relate to project design, construction activities, or operation of a facility and must address and be commensurate with project impacts):

Reason(s) for denial:

Village Board Review Date: _____

Village Board Action: Approve _____ Approve w/Conditions _____ Deny _____

Reason for denial:

Village Clerk / Zoning Clerk Signature: _____

Date: _____

LAND DIVISION APPLICATION – CHECKLIST

A. Preliminary review of plats and certified survey maps. The subdivider shall submit the following to the Village Clerk, in the number so requested:

(1)	☐ Yes ☐ No ☐ N/A	Preliminary certified survey map or preliminary plat.
(2)	☐ Yes ☐ No ☐ N/A	Deed restrictions.
(3)	☐ Yes ☐ No ☐ N/A	General street plans and profiles, if the land division incudes any streets.
(4)	☐ Yes ☐ No ☐ N/A	Preliminary master grading plan.
(5)	☐ Yes ☐ No ☐ N/A	Soils test report prepared consistent with Ch. SPS 385, Wis. Adm. Code, if on-site septic systems will be used.
(6)	☐ Yes ☐ No ☐ N/A	Additional soil test results as requested by the Village Engineer for designated areas to ascertain subsurface soil, rock and water conditions including the depth to bedrock and the depth to groundwater.
(7)	☐ Yes ☐ No ☐ N/A	Preliminary stormwater management plan, if applicable.
(8)	☐ Yes ☐ No ☐ N/A	Stormwater facility maintenance agreement, if applicable.
(9)	☐ Yes ☐ No ☐ N/A	Open space maintenance agreement, if applicable.
(10)	☐ Yes ☐ No ☐ N/A	Preliminary development agreement, if the land division includes any public improvements.
(11)	☐ Yes ☐ No ☐ N/A	Letter from the Reedsville Utilities verifying availability/access to water and sewer service (If on-site septic systems and/or private wells will not be used).
(12)	☐ Yes ☐ No ☐ N/A	Letters of review from utility service providers.

B. Final review of plats and certified survey maps. The subdivider shall submit the following to the Village Clerk, in the number so requested:

(1)	☐ Yes ☐ No ☐ N/A	Final certified survey map or final plat with corrections made
(2)	☐ Yes ☐ No ☐ N/A	Final Deed restrictions.
(3)	☐ Yes ☐ No ☐ N/A	A fully executed development agreement, if the land division includes any public improvements.
(4)	☐ Yes ☐ No ☐ N/A	Street plans and profiles, if the land division incudes any streets.
(5)	☐ Yes ☐ No ☐ N/A	Verification that the subdivider has provided a financial guarantee, if the land division includes any public improvements.
(6)	☐ Yes ☐ No ☐ N/A	Verification that the subdivider has obtained all necessary approvals.
(7)	☐ Yes ☐ No ☐ N/A	As-built construction plans, if the land division includes any public improvements or such requirement is included in a development agreement.